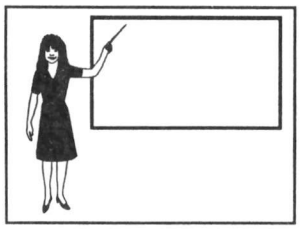
Volume #4, Treasury Office, February/91

The Travel Report

The Treasury Department would like to extend the best for the new year and we all hope that you have enjoyed your Christmas break.

Workshops

Workshops on the Travel Policy and Procedures are still being held the first Wednesday of every month except now, the GST on travel will be explained. The new rules and regulations on travel are quite simple and the information is readily available through our workshops or by calling Michelina Trapid at 4921.



Expense Report Forms

In order to better implement the G.S.T. legislation that came into effect January 1st, Treasury has had to change the Expense Report Forms which are being printed as you are reading this newsletter. So as not to further burden the community, we have tried to minimize the impact of G.S.T. when filling out the Expense Report Forms by asking you to separate your expenses into currency categories (i.e., Canadian or other). The Accounts Payable accounting program will do the rest and automatically credit your account with the appropriate tax rebate. For those who really want to get their feet wet in G.S.T., there are numerous reports available and can be obtained by calling Steven Tamas, Controller in the Treasury Department, at local 4935.

Finally, some good news; you will be able to trade in your old Expense Report Forms as soon as we receive our supply and yes, at no extra cost to you.

Car Rentals

In our last newsletter, I mentioned that car rental agreements were being negotiated and enclosed is a list of the companies and their rates and benefits.

Also available to all full-time employees of Concordia University are car rental company identification stickers. The stickers can be picked up from Michelina Trapid in the Accounts Payable department upon presentation of a valid Concordia University staff I.D. card. These stickers are to be placed on the back of your staff I.D. card and are to be used when booking a car, whether for business or pleasure. We have also advised our three travel agents of our car rental agreements and they will get you the best possible rate when you rent a car.

Since we are one of Hertz's selected customers, we have been notified two weeks prior to all other clients that as of March 1, 1991, Hertz is offering a T-Bird or equivalent full size two-door car for $39.99 with unlimited mileage to any fequent flyer points program. The rate is only applicable in Canada.

Non-Refundable Tickets

Have you ever booked a flight and found out later that you could not go on your trip? To make matters worse, you discovered that your airline ticket is non-refundable. Please do not throw you airline ticket away. You still require the ticket in order to properly complete your Travel Expense Report. The Accounts Payable Department requires complete, clear, supporting documentation attached to all Expense Reports sent for processing. Therefore, don't forget to submit your non-refundable ticket when completing your claim.

Hotel Directory

Now that the car rental agreements have been signed, I'm now embarking on a new project to build a directory listing of all hotels across Canada and the United States. Our objective is to reduce the cost of high hotel rates. I would appreciate your comments regarding services at hotels you've stayed at. Your input will help us to narrow down the number of hotels in major cities.

Hotel Rates

The Chateau Versailles has confirmed a new rate for this year. The rate will be $85 for single or double occupancy. The Grand Hotel located on 777 University Street, has offered a preferred rate of $99.00 for single or double occupancy. These rates are subject to the 7% G.S.T. and are valid until December 31, 1991.

Amex

For those who have the Amex Corporate Card, please note that all claims payable to Amex should be submitted before the 15th of the following month of the statement date. The purpose is to keep a current status on your account and avoid any delinquency charges.

Traveller's Profile

As part of Treasury's effort to improve the quality of service you receive as a traveller for business or pleasure, we have designed a Traveller's Profile Form. The Profile Form is to be completed by those of us who travel on University business and are to be returned to Michelina Trapid, Treasury Department, GM-700. The completed profiles will be given to our travel agents for their information. We hope that the profiles will facilitate your travelling pleasure. Help us to help you!

Via Rail

For those of us who like or must travel to Toronto by train but find the ride too long, there is a glimmer of hope. This spring, Via Rail will introduce an express train between Montreal and Toronto. The improved train trip will take three hours and 59 minutes (half an hour faster than its current best time). Via has also built new first class waiting lounges in Montreal and Toronto and future lounges are planned for Ottawa and London. Also, new time schedules for trips to Ottawa are available to accommodate your needs.

Kelen Contest

In the last newsletter, an entry form was sent for a chance to win a trip for two anywhere in North America with Air Canada. Good luck to those of you who have entered the contest. Hopefully the winner will be one of Concordia's own!

Notice of Appointment

Treasury is pleased to announce the appointment of Sandy Whitney as the Assistant Supervisor of Accounts Payable. Please join us in wishing success to Sandy in her new challenge.

Wrap-Up

I hope you have enjoyed reading The Travel Report as much as I have enjoyed writing it for you. Just remember that if you have any questions, I'm only a phone call away (4921).■

- CAR RENTALS -
RATES ($)
OR
DISCOUNTS (%)
PER DAY

QUEBEC

	Budget (A)	Tilden
SUB COMPACT	$35	
COMPACT	$37	$36
INTERMEDIATE	$38	$41
STANDARD	$40	$42

NATIONAL RATE (CANADA)

	Budget	Avis	Hertz	Tilden/ National
ECONOMY (ECAR)	$40	$44	$38	$40
COMPACT (CCAR)	$41	$44	$39	
INTERMEDIATE (ICAR)	$42	$46	$40	$41
FULL SIZE	$43	$48	$41 (B) $42 (C)	$42

UNITED STATES

	Budget	Avis	Hertz	Tilden/ National
[ECONOMY	$41	--	$40	20%
COMPACT	$41	$43	$41	20%
INTERMEDIATE	$41	$44	$42	20%
FULL SIZE	$41	$45 (B) $46 (C)	$43 (B) $44 (C)	20% 20%

INTERNATIONAL

	Budget	Avis	Hertz	Tilden/ National
WESTERN EUROPE	0%	20%	10%	10%
AFRICA & MIDDLE EAST	0%	10%	10%	5%
AUSTRALIA & ASIA/PACIFIC	0%	20%	10%	10%
LATIN AMERICA & CARIBBEAN	0%	10%	10%	10%

(A) The rate for Budget can be obtained by release requisition only, otherwise you will obtain the national rate.
(B) 2-door cars
(C) 4-door cars

- CAR RENTALS -
BENEFITS

BUDGET	AVIS	HERTZ	TILDEN/NATIONAL
Local bonus coupon books		Free ski pass	Free ski pass
National hotel programs - 50% discount		Hotel discount wherever applicable. Call 1-800-263-0600.	National hotel program 50% discount (Canada only).
Frequent flyer points with Aeroplan	Frequent flyer points with Aeroplan, Delta, American Airlines	Frequent flyer points with American Airlines, United, U.S. Air	Frequent flyer points with Canadian Plus, Delta, Continental
Sales service 1-800-268-8941	Sales service 1-800-879-2847	Sales service 1-800-263-0600	Sales service 1-800-361-5334 (Eastern Canada)